

**County of San Diego, Health and Human Services Agency (HHSA)**  
**CalWORKs Program Guide Letter**

**Updates to the Residence Section of CPG**

**Number**

**365**

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**Issue Date:**

11/12/15

**Effective Date:**

Upon Receipt

**Purpose:**

To provide clarification regarding home county rules, address changes, and adverse actions

**Background:**

Residence in the state is a requirement for the receipt of CalWORKs aid. However, it is also necessary to determine the county in which the applicant lives (the home county) in order to establish county responsibility for payment of aid. No durational period of residence in the state or county is required.

**Policy Change:**

None

**Summary of Changes:**

CPG 42-400.A Residence

Added clarification regarding:

- Adverse Actions
- Home County
- Treatment of Address Changes

**Impact/s:**

**Automation:**

None

**Forms and Document Capture:**

Follow existing procedures to Document Capture any client correspondence issued outside of CalWIN

**Programs Affected:**

Refer to the following regulations for their corresponding residence process:

CalFresh: [CFPG 63-152](#)

Medi-Cal: [MPG Article 7, Section 5](#)

General Relief: [GRPG 90-200.1](#)

**Quality Control:**

Quality Control will cite the appropriate error when the regulations cited in this program material have not been followed.

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**References:**

[ACIN I-63-15](#)

[ACL 10-01](#)

[ACL 12-25](#)

[EAS 42-400](#)

[EAS 42-407.2](#)

[CPG 42-400.B](#)

**Sunset Date:**

This policy will be reviewed for continuance by November 30, 2018.

**Approval for release:**

A handwritten signature in blue ink, appearing to read "Rick Wanne", followed by the date "11-12-15".

Rick Wanne, Director  
Eligibility Operations